

LEVEL I ORIENTATION COURSE



STUDENT GUIDE

ORIENTATION COURSE

SECTION C STUDENT GUIDE

INTRODUCTION

Welcome to Civil Air Patrol. This Orientation Course may be the most important class you attend as a Civil Air Patrol member because it provides you with information you need to begin your career in CAP successfully. This videotape based orientation course will last from four to six hours and give you the basics of Civil Air Patrol. Your instructor will use the videotape in conjunction with a lesson plan and locally developed information to present a carefully planned orientation course for you - the new member. The video tape is **not** intended as a stand alone product to take home for self-study. The tape along with the lesson should be the basis for questions, discussion, and classroom participation which will help you to see how you fit into the important mission of Civil Air Patrol.

This student guide will help you prepare for the orientation course and assist you with note-taking during the course. The student guide provides you with reading assignments that should be accomplished before the day of the course. Some of the references are included in the senior member packet while others such as CAPM 50-1 may be obtained from your course director or by ordering a personal copy from the CAP Bookstore at 1-800-633-8768. The student guide also includes other reference materials which may be reviewed for more in-depth information. The student guide includes the lesson objectives and main points for each part of the course. Lesson objectives tell you what you should know or should be able to do when the lesson is completed. Lesson objectives also provide the basis for the quiz questions at the end of the course. If you complete the required readings and study the lesson objectives and then take notes and participate in class, you should handle the quiz with flying colors.

At the conclusion of the presentation, the instructor will administer a course quiz. After the quiz the instructor will review the items and ask questions. Remember this quiz review phase may be your last opportunity to correct misunderstandings that you might otherwise take with you as you begin the next phase of your CAP career.

After the quiz is reviewed, instructors will distribute an end-of-course survey and ask you to evaluate the course. This survey will provide feedback to HQ CAP/ETS, Senior Programs, on how to improve future versions of the orientation course. It is our sincere desire at Senior Programs to provide you with the information you need during this Orientation Course that will help you begin your career in Civil Air Patrol successfully. We look forward to a long and successful association with you as you progress through the next levels of senior member training in Civil Air Patrol.

ORIENTATION COURSE STUDENT GUIDE

PERIOD TITLE: Part I Civil Air Patrol History

REFERENCES/READING ASSIGNMENTS: **Read:** CAP Manual 50-1, *Introduction to Civil Air Patrol, Chapter One*; CAP Manual 50-2, *Civil Air Patrol, Auxiliary to the US Air Force*, Pages 2-3; **Review:** *Missions For America, The Civil Air Patrol Story*, Pages 1-3.

GOAL: The goal of this lesson is for each member to know the history and evolution of Civil Air Patrol into the organization it is today. In addition, members will learn about significant events and people associated with their local unit and/or wing.

LESSON OBJECTIVES:

Each participant should be able to:

1. Explain why Civil Air Patrol was formed.
2. Recall the contributions of important individuals in the historical development of Civil Air Patrol.
3. Outline the types of Civil Air Patrol missions in World War II.
4. Describe when and how Civil Air Patrol was incorporated following WW II.
5. Describe when and how Civil Air Patrol became the USAF's permanent auxiliary.
6. Identify important events and people associated with the local unit and/or wing.

LESSON OUTLINE/MAIN POINTS:

MP 1 Formation of Civil Air Patrol

- a. Concerns for civil aviation
- b. Initiatives

MP 2 Founders and supporters of Civil Air Patrol

- a. Gill Robb Wilson
- b. General H. H. (Hap) Arnold
- c. Thomas Beck

d. Guy Gannet

e. Fiorello LaGuardia

f. Major General John F. Curry

MP 3 Civil Air Patrol during World War II

a. Submarine patrol

b. Other WW II missions

c. Transfer to War Department

MP 4 Civil Air Patrol during the post-war period

a. Public Law 476

b. Post-war objectives

MP 5 Civil Air Patrol: The USAF's permanent auxiliary

a. National Security Act of 1947

b. Public Law 557

MP 6 History and people associated with the local unit and/or wing

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PERIOD TITLE: Part II Civil Air Patrol Missions and Organization

REFERENCES/READING ASSIGNMENTS: **Read:** CAP Manual 50-1, *Introduction to Civil Air Patrol*, Chapters Two & Four; CAP Manual 50-2, *Civil Air Patrol, Auxiliary to the US Air Force*, Pages 4-11; **Review:** *Missions For America, The Civil Air Patrol Story*, Pages 3-4; Civil Air Patrol Manual 20-1, *Organization of Civil Air Patrol*; Civil Air Patrol Regulation 20-3, *Charters and Other Organizational Actions*.

GOAL: The goal of this lesson is for each member to know the missions and organization of Civil Air Patrol. Members should also gain an appreciation for the role of CAP in advancing aerospace education, in supporting cadet programs and in providing emergency services to the citizens of the United States. Participants will learn the organizational structure and chain of command for Civil Air Patrol. Participants will also learn the particular mission and organization of their unit and/or wing.

LESSON OBJECTIVES:

Each participant should be able to:

1. Define the missions of Civil Air Patrol.
2. Describe the role of internal and external aerospace education programs.
3. Summarize the Civil Air Patrol cadet program.
4. Explain the role of Civil Air Patrol in emergency services.
5. Identify other missions of Civil Air Patrol.
6. Outline the general organization of Civil Air Patrol.
7. Identify the function and purpose of national and regional officers and governing bodies.
8. Describe the relationship between Civil Air Patrol and the USAF.
9. Explain the purpose and structure of the USAF Region and Wing Liaison offices.
10. Demonstrate an understanding of the mission and organization of the local unit and/or wing.

LESSON OUTLINE/MAIN POINTS:

MP 1 Civil Air Patrol Vision and Mission

- a. Civil Air Patrol Vision Statement
- b. Civil Air Patrol Mission Statement

MP 2 Missions of Civil Air Patrol.

- a. Aerospace Education
- b. Cadet Programs
- c. Emergency Services
- d. Other missions

MP 3 Organization of Civil Air Patrol

- a. National and Regional Offices
- b. Relationship between Civil Air Patrol and the USAF
- c. Purpose and structure of Region and Wing Liaison Offices

MP 4 Where the local unit and/or wing fits within Civil Air Patrol

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PERIOD TITLE: Part III Civil Air Patrol Uniforms

REFERENCES/READING ASSIGNMENTS: **Read:** Civil Air Manual 39-1, *Civil Air Patrol Uniform Manual*, Chapter One, (review entire manual). **Review:** Civil Air Patrol Visual Aid 39-1, *Civil Air Patrol Grooming Standards*; Civil Air Patrol Regulation 39-3, *Award of Civil Air Patrol Medals, Ribbons, and Certificates*; Civil Air Patrol Pamphlet 151, *Standards, Customs, and Courtesies*, Section C; and the *Civil Air Patrol Bookstore Catalog*.

GOAL: The goal of this lesson is for each participant to know the proper wear and maintenance of Civil Air Patrol uniforms and insignia. Participants will learn proper grooming standards and responsibilities for correcting deviations from standards. In addition, members will learn uniform requirements for the local unit and/or wing.

LESSON OBJECTIVES:

Each participant should be able to:

1. Explain why proper grooming and uniform wear are important to Civil Air Patrol.
2. Identify various uniform combinations permitted within Civil Air Patrol.
3. Give examples of when, and when not, to wear various Civil Air Patrol uniforms.
4. Demonstrate the proper wear of Civil Air Patrol decorations and insignia.
5. Determine proper uniform wear for the local unit and/or wing.

LESSON OUTLINE/MAIN POINTS:

MP 1 Importance of Grooming and Uniform Standards

- a. Grooming standards
- b. Uniform standards

MP 2 Civil Air Patrol Uniform Combinations

- a. CAP Blazer combination
- b. Blue Shirt combination
- c. Service Dress

- d. AF Flight Suit
- e. CAP Utility Uniform
- f. BDU's
- g. Mess Dress

MP 3 When and Where to Wear Civil Air Patrol Uniforms

- a. When to wear the uniform
- b. When not to wear the uniform

MP 4 Civil Air Patrol Decorations, Ribbons and Badges

MP 5 Local Uniform Requirements

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PERIOD TITLE: Part IV Civil Air Patrol Customs and Courtesies

REFERENCES/READING ASSIGNMENTS: **Read:** Civil Air Patrol Pamphlet 151, Standards, Customs and Courtesies; Civil Air Patrol Pamphlet 3, *Guide to Civil Air Patrol Protocol*. **Review:** Civil Air Patrol Regulation 900-2, *Use of Civil Air Patrol Seal and Emblem, Use and Display of the US Flag and Civil Air Patrol Flags*; Civil Air Patrol Manual 39-1, *Civil Air Patrol Uniform Manual*; Civil Air Patrol Regulation 35-5, *Civil Air Patrol Officer and Noncommissioned Officer Appointments and Promotions*; Civil Air Patrol Manual 50-17, *Civil Air Patrol Senior Member Training Program*; Civil Air Patrol Manual 50-16, *Cadet Program Manual*; Civil Air Patrol Visual Aid 177A, *Cadet Progress Chart through Mitchell*, and 177B, *Cadet Officer Progress Chart through Spaatz*.

GOAL: The goal of this lesson is for each participant to know the customs and courtesies of Civil Air Patrol. Participants will become familiar with the salute, protocol, ceremonies, and proper respect and honors for the flag. Members will also learn about customs and courtesies associated with the local unit and/or wing.

LESSON OBJECTIVES:

Each participant should be able to:

1. Demonstrate knowledge of the rank structure of Civil Air Patrol.
2. Summarize customs and courtesies of Civil Air Patrol.
3. Identify protocol associated with Civil Air Patrol ceremonies and functions.
4. Demonstrate when and how to render a proper salute.
5. Give examples of proper courtesies to the flag.
6. Identify customs and courtesies associated with the local unit and/or wing.

LESSON OBJECTIVES/MAIN POINTS:

MP 1 Rank Structure of Civil Air Patrol

a. Senior member insignia

b. Cadet insignia

MP 2 Customs and Courtesies of Civil Air Patrol

MP 3 Protocol and Ceremonies

a. Protocol

b. Ceremonies

MP 4 Saluting

a. **SALUTE EVALUATION CHECKLIST**

- Raise right hand smartly along the buttons of the jacket or shirt.
- Extend and join the forefingers.
- Place the thumb along the forefingers.
- Keep the palm flat.
- Face the palm toward the body.
- Tilt the palm slightly toward the face.
- Hold the upper arm horizontal, slightly forward of the body and parallel to the ground.
- Ensure the tip of the middle finger touches the outside corner of the right eyebrow or the front corner of the glasses.
- Keep the rest of the body at attention.
- To lower the salute, bring the arm smoothly and smartly downward retracing the same path.
- Return to the position of attention.

b. Who and when to salute

MP 5 Honors to the National Flag

MP 6 Customs and Courtesies of the Local Unit and Wing

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PERIOD TITLE: Part V Civil Air Patrol Senior Member Program

REFERENCES/READING ASSIGNMENTS: **Read:** CAP Manual 50-17, *Civil Air Patrol Senior Member Training Program*; CAP Manual 50-1, *Introduction to CAP*, Chapter 3. **Review:** *Missions for America: The Civil Air Patrol Story*, Pages 5-6; CAP Regulation 147-1, *Army and AF Exchange Privileges of Civil Air Patrol Members*; CAP Regulation 39-1, *Nondiscrimination in Federally Assisted Programs*; CAP Regulation 76-1, *Travel of Civil Air Patrol Members via Military Aircraft and Surface Vehicles and Use of Military Facilities*; CAP Regulation 900-4, *Automatic Liability*; CAP Regulation 900-5, *The Civil Air Patrol Insurance/Benefits Program*; CAP Regulation 900-6, *Hull Self Insurance*; CAP Regulation 900-7, *Vehicle Self Insurance*.

GOAL: The goal of this lesson is for each participant to know the senior member training program and the responsibilities and benefits of CAP membership. Members will learn CAP policies toward discrimination and sexual harassment and USAF and CAP core values. Members will also become familiar with CAP publications and indexes. Specifics for all these areas for the local unit and/or wing will also be covered.

LESSON OBJECTIVES:

Each participant should be able to:

1. Describe the five levels of the senior member training program.
2. Summarize the relationship between the five levels of senior training and advancement in CAP.
3. Explain the responsibilities of senior members to their unit and to the Cadet program.
4. State the Civil Air Patrol policy on discrimination and sexual harassment.
5. Summarize the core values of the US Air Force and Civil Air Patrol.
6. Give examples of the benefits of senior membership in Civil Air Patrol.
7. Demonstrate familiarity with CAP publications and indexes.
8. Summarize responsibilities and benefits of membership in the local unit.

LESSON OUTLINE/MAIN POINTS:

MP 1 The Five Levels of Senior Member Training

MP 2 Relationship between Levels of Training and Advancement

a. Level I Orientation

b. Level II Technical Training

c. Level III Management

d. Level IV Command and Staff

e. Level V Executive

MP 3 Responsibilities to the Unit and Cadet Program

a. Membership categories

b. CAP member responsibilities

MP 4 Civil Air Patrol policy on discrimination and sexual harassment

MP 5 The core values of the US Air Force and Civil Air Patrol

a. Air Force core values

b. Civil Air Patrol core values

MP 6 Benefits of Membership in Civil Air Patrol

MP 7 Civil Air Patrol Publications and Indexes

MP 8 Local Unit and Wing Responsibilities